

DMA Policy: 3-0215

Name: Physical Training (PT) Program

Reference: Healthy Employees Lifestyle Program

Reference: <http://benefits.mt.gov/wellness.asp>

Approval Signature:

Effective Date: 29 May 2008

PHYSICAL TRAINING (PT) PROGRAM

1. The PT program is voluntary and designed to assist full-time Department of Military Affairs employees in maintaining physical well being that is of extreme importance to the individual as well as the agency.
2. Mission accomplishment remains the highest priority. Supervisors and Managers will schedule participation so as to disrupt the duty day as little as possible. All sections will remain operational during duty hours. The opportunity to conduct physical training is a privilege and not a right and the requirements of the job may not allow all employees to participate when they want to. Areas with only one person coverage will post a message and contact number when authorized to be away for exercise.
3. Participants are responsible to educate themselves in the physical limitations of their body before starting a fitness program. Participants are encouraged to consult with their personal physician to obtain advice on a fitness program that will best meet their individual fitness goals, physical abilities and limitations.
4. The Adjutant General may cancel or modify the program at any time. The use of duty time for PT is a privilege and must be authorized in advance by the supervisor.
5. The following guidance applies.
 - a. No more than three (3) hours of duty time per week may be used for the PT program. This time is not recorded on the Time and Attendance record and cannot be accumulated from one week to the next.
 - b. PT time may be used in one-half (1/2) hour or one (1) hour increments with only one increment used per workday.
 - c. A break period may be taken in connection with PT time to provide longer exercise periods. Two break periods may not be combined to provide a longer exercise period. The lunch period may be incorporated to extend an exercise period. When either the ½ or 1-hour lunchtime is included, it will be clearly identified on the PT Request Form # 3-0215. In no case shall the exercise period exceed the total time of the lunch period and one exercise period: Examples of scheduling are one (1) hour lunch period + 30 minutes PT time, five (5) days per week; half hour (1/2) hour lunch period + one (1) hour PT time, three (3) days per week; or one (1) hour lunch period and one (1) hour PT time, three (3) days per week etc.
 - d. Participants must submit a Form 3-0215, Physical Fitness Program Request and Acknowledgment Statement, to their supervisor for approval prior to beginning or when

modifying their program. Supervisors will maintain approved forms in employee records and forward a copy to Centralized Services to be placed in the official personnel file.

e. Before starting a PT program, any employee who has an identified restriction which limits physical activity, will obtain prior written medical approval from their treating physician. This approval needs to clearly specify that the PT program the employee is proposing will not aggravate the employee's existing physical limitation or cause further injury. Participants with medical conditions covered under State Workers Compensation will be required to submit a completed fitness for duty assessment prior to resuming their PT program.

f. Flexibility in scheduling PT is at the supervisor's discretion and should not impact the work unit's mission or duty hours. The supervisor has the authority to deny or change the scheduled PT time when the mission requires the employee's presence. The supervisor will make every effort to give the employee advanced notification when this situation occurs.

g. The PT period will begin and end at the job location. An exception to this rule may be granted for employees attending aerobic fitness classes where scheduling overlaps or is connected to the beginning or end of the regularly scheduled duty day or using equipment not available on post/base. Approval may also be granted based on location of the facility in relation to the person's residence and distance from the duty site. Second level supervisory review and authorization is required for approval. Proof of membership in the health facility or enrollment in the class is required.

h. The exercise will be performed in established exercise facilities on post/base if available. Exceptions to this rule may be granted when specialized equipment or formal instruction is required or the type of exercise covers a long distance. Employees may not use the time granted for the PT program to exercise at home. All requests for exception must provide justification for an exception along with a detailed description of the exercise location. Exceptions must be approved by the second level supervisor prior to starting the exercise program.

i. The time authorized for PT begins when the employees leaves their duty area. Preparation for PT, such as changing clothes, traveling to the fitness location, showering and dressing, must be accomplished in the allotted time for PT. The time ends when the individual has returned to the work site in proper attire and ready to resume work unless an exception has been granted in writing. Each employee is responsible to ensure the PT activity does not extend beyond the three (3) hours per week of official time.

j. Employees that are granted an exception to perform their PT program at an approved facility off the base/post will use the attached Sign Out/Sign in Roster provided with this policy to document their participation. The Sign Out/Sign in Roster will be maintained by the supervisor of the employee. This will be used to assist State Fund with adjudicating claims in determining coverage under the Workers Compensation Act for any injury occurring while participating in the PT program as determined by the Workers Compensation.

k. Exercises under this program must be primarily aerobic in nature. Aerobic is defined as those exercises elevating the heart rate in the range of 60 -90% of the age specific maximum heart rate estimate (220 minus participant's age) for an extended period of time. This time must be no less than 20 minutes per exercise session. The following exercises are inherently authorized under this regulation: fast walking, jogging, running, swimming, cycling (on flat surface), and muscle toning exercises in conjunction with regular aerobic exercise, use of cardio vascular equipment and aerobic classes or video instruction. Exercise programs apart from those listed may be authorized on a case-by-case basis. Prior

to commencement of the exception exercise program the employee will provide the supervisor a written description of the proposed program to include but not limited to location, equipment used and rationale of how it meets the aerobic requirements and what safety precautions (if applicable) will be taken. First and Second level Supervisor approval will be required prior to beginning any new program not listed in above. Supervisors should consider the following guidance when evaluating an excepted exercise program.

- ☐ Does it elevate the heart rate for at least 20 minutes per workout? NOTE: Heart rate range for individuals is based on age and physical condition. Consult with a physician to determine your specific target heart rate.
- ☐ Is it safe? Team sports such as soccer, basketball, volleyball, and football are not authorized as part of the official PT program because of the high potential for injury. In addition, off road mountain biking, rock climbing, etc. are not approved activities, because of the high potential for injury. Even though team sports, off road mountain biking and other high risk activities are not authorized as part of the PT program, employees can participate in these activities during their scheduled lunch period and prior to and after their scheduled duty day. However, any injuries incurred by employees performing activities not part of the approved PT program may not be covered by workers compensation.
- ☐ Exercise walking must be at a pace elevating the heart rate to the required level. Casual walking is generally ineffective. Pregnant employees may be allowed to participate by walking at a pace less than the aerobic level with written concurrence of their physician.

6. Agency sponsored wellness and disease prevention activities, such as health fairs, smoking cessation programs or disease awareness programs can be attended in an excused absence status. An agency-sponsored program must be approved by the Human Resources Officer. An excused absence used for this purpose should not be granted over an extended or indefinite period of time. The employee's absence must not interfere with the timely and effective performance of agency work.

7. Questions regarding this program are to be directed to the Human Resources Office at (406) 324-3334.